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PR-2024-1011-230032



Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0466**PR No.: **GF-2024-10-02091**Date: **10-11-2024**Dept./Office: **GS**
 Category: **Office
 Equipment and Appliances**
Section/End-User: **Maricar B. Posas**
 Project Title/Code: **2025 GRADUATE SCHOOL AND
 DEPO**
Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Voice Recorder	pc	1	4,500.00		4,500.00

Specification:

- Built-in, Direct USB connection for quick file transfer to PC
- Expand memory with the micro SD card slot Up to 55 hours of battery life for extended recording Adjustable microphone range for clearer voices Auto voice recording reduces background noise
- size AAA alkaline batteries (2)
- Just plug straight into a free USB port for an immediate connection—no USB cable needed.

	TOTAL					4,500.00
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Purpose: for office use

Checked by:	 NORMAN O. VILLAS		Funds Available:	 ALICIA M. FLORES	
	TWG - Office Equipment and Appliances			HEAD, BUDGET OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:		
Printed Name:	MARICAR B. POSAS	MARILYN M. BELARMINO	PROSE IVY G. YEPES		
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU		